



Arizona State Forestry Division  
Bureau of Indian Affairs: Southwest, Navajo, Western Regions  
Bureau of Land Management: Arizona, New Mexico  
National Park Service, Intermountain Region  
New Mexico State Forestry Division  
U. S. Fish and Wildlife Service, Region 2  
U. S. Forest Service



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**Date:** February 13, 2012  
**To:** Chair, Southwest Area Zone Coordinating Groups  
**From:** Chair, Southwest Coordinating Group  
**Subject:** Zone Charter and Operating Plans

The Zone Coordinating Group (Group) is an interagency group with the overall responsibility of coordinating the fire and incident management activities of those agencies represented in the zone.

According to the Southwest Coordinating Group Handbook, the Zone Coordinating Groups develop and implement a Zone Memorandum of Understanding or a Zone Charter. Zone Coordinating Groups also develop a Zone Annual Operating Plan to assist with collaboration among unit representative to reach decisions on how to manage the zone fairly and efficiently.

I am requesting your zone coordinating group send in the most current charter and annual operating plan to Jay Ellington, Intelligence Operations Coordinator, at [jayellington@fs.fed.us](mailto:jayellington@fs.fed.us). Jay will be able to update the Zone Coordinating Group webpage ([http://gacc.nifc.gov/swcc/swcg/zone\\_coordination/zone\\_chairs/zone\\_chairs.htm](http://gacc.nifc.gov/swcc/swcg/zone_coordination/zone_chairs/zone_chairs.htm)) with your information.

Sincerely,

/s/ Leon W. Ben, Jr.

Chair, Southwest Coordinating Group